

TRIPURA



GAZETTE

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**PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.**

**GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (SA) DEPARTMENT
SECRETARIAT.**

No. F. 1(1)-/Misc./Jt.Secy(SA)/2018.

Dated, Agartala, the 31st August, 2019.

NOTIFICATION

The undersigned is directed to state that the Governor is pleased to issue the undermentioned **guidelines regarding issuance of Digital pass** for visitors of Secretariat Complex:-

- a) The existing timing of issuance of pass is continued i.e. from 10 am to 5:20 pm, with lunch break from 1:30 pm to 2:00 pm.
- b) One pass is to be issued for one person.
- c) Point to point security surveillance is necessary, so that concerned visitor may not use one pass for different destinations.
- d) Visitors may be asked to show/submit one of the following ID proof of his/her ID, address etc;
 - UID-AADHAR card
 - Voter ID card
 - Pan card
 - Passport
 - Departmental ID card if govt. employee.
 - Driving license
 - Any other Govt. ID card.
- e) On the pass there must be clearly written the destination point, ID card number, valid mobile number & signature of visitor.
- f) Visitors for Hon'ble Chief Minister, other Hon'ble Ministers and Chief Secretary and in case of Constitutional bodies due attention is to be taken.
- g) Visitor is to mention with whom he/she is supposed to visit and after getting confirmation from the concerned official, the pass will be issued.
- h) In case of group visitors their visiting times and visiting area may be restricted.
- i) A digital register of visitors is to be maintained.

The above instructions shall come into force w.e.f **01-09-2019**

By order etc.

(S.K. Debbanna)
Under Secretary to the
Government of Tripura.

To
All Heads of the Department

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